



CHIEF NATIONAL GUARD BUREAU INSTRUCTION

NGB-JACO
DISTRIBUTION: A

CNGBI 5052.01A
13 December 2017

DOD GOVERNANCE MEETINGS

References: See Enclosure B.

1. Purpose. This instruction establishes policy and assigns responsibilities for preparing National Guard Bureau (NGB) Senior Leaders, which include General Officers and Senior Executive Service personnel, hereinafter referred to as “NGB Principals,” for attendance at Department of Defense (DoD) governance meetings, in accordance with (IAW) references a through j.
2. Cancellation. This instruction supersedes its previous edition, CNGBI 5052.01, 02 November 2015, “DoD Governance Meetings.”
3. Applicability. This instruction applies to the NGB.
4. Policy. It is NGB policy to provide representation by NGB Principals for participation in DoD governance meetings, which are senior level, Office of the Secretary of Defense (OSD) and Joint Chiefs of Staff (JCS) meetings that determine plans and policy, resource management, strategic direction and consideration of other directed topics facing the DoD (see table 1). NGB Principals must fully understand the strategic importance of the topics discussed, perspectives of other Principal attendees, and specific National Guard (NG) equities.

OSD Meetings	JCS Meetings
Secretary’s Leadership Council (SLC)	Strategic Seminar Series (SSS)
Deputy’s Management Action Group (DMAG)	JCS Tank Vice Chairman JCS Tank
3-Star Programmers	Operations Deputies (OpsDepts) Tank

Table 1. DoD Governance Meetings

UNCLASSIFIED

a. The Director and Deputy Director of the NGB Joint Actions Control Office (NGB-JACO) will serve as NGB Planners and direct and administer the NGB DoD governance meeting process.

b. The Chief of the National Guard Bureau (CNGB) and the Vice Chief of the National Guard Bureau (VCNGB) are the designated Principal and alternate for SLC and DMAG meetings. The Director of Resource Management and Comptroller (NGB-J8) may serve as the NGB DMAG Principal by special request. The Director of NGB-J8 and the Vice Director of NGB-J8 are the designated Principal and alternate for 3-Star Programmer meetings.

c. The CNGB or VCNGB are the designated Principal and alternate for SSS and JCS Tank meetings. The Director of Domestic Operations and Force Development (NGB-J3/7) is the designated NGB Principal for OpsDepts meetings and the Vice Director of NGB-J3/7 is the primary alternate.

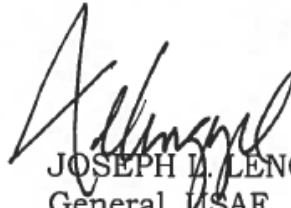
5. Definitions. See Glossary.

6. Responsibilities. See Enclosure A.

7. Summary of Changes. This document updates NGB staff roles and responsibilities.

8. Releasability. This instruction is approved for public release; distribution is unlimited. Copies are available through <<http://www.ngbpdc.ngb.army.mil>>.

9. Effective Date. This instruction is effective upon signature and must be reissued, cancelled, or certified as current every five years.



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Enclosures:

- A --Responsibilities
- B -- References
- GL -- Glossary

ENCLOSURE A
RESPONSIBILITIES

1. NGB Principals. NGB Principals will:
 - a. Represent the NG at DoD governance meetings.
 - b. Provide NG positions and strategic input on joint matters.
 - c. Participate in deliberations.
 - d. Inform NGB-JACO on issues discussed, decisions reached, and final NGB position post meeting.
2. Director of NGB-JACO. The Director of NGB-JACO will:
 - a. Develop and maintain a comprehensive process to ensure NGB Principals are well prepared for representational duties at DoD governance meetings.
 - b. Coordinate administrative support of DoD governance meetings.
 - c. Assign Office(s) of Primary Responsibility (OPR) and Office(s) of Coordinating Responsibility (OCR) within the National Guard Bureau Joint Staff (NGBJS) and the Office of the Chief of the National Guard Bureau (OCNGB).
 - d. Ensure briefing products and materials presented to NGB Principals are comprehensive and of sufficient quality to guarantee topic understanding.
 - e. Liaise with members of the JCS and OSD regarding governance meetings.
 - f. Maintain a consolidated calendar accessible to NGB Staffs with current governance meeting details.
 - g. Use the electronic tasking system to assign responsibilities for DoD governance meetings.
 - h. Archive documents related to DoD governance meetings.
3. NGB Principals Support Staff. The Support Staff will:
 - a. Coordinate with NGB-JACO to ensure NGB Principals are scheduled for DoD governance meetings.

- b. Schedule preparatory and debrief sessions.
 - c. Ensure meeting locations meet classification and connectivity requirements for the topic.
 - d. Advise NGB-JACO if the designated primary Principal is unavailable and secure alternate Principal arrangements.
4. Directors of the Army National Guard (DARNG) and Air National Guard (DANG). The DARNG and DANG will:
- a. Support OPRs with appropriate action officer(s) (AO) if assigned as an OCR.
 - b. Ensure appropriate OCRs participate in DoD governance meeting preparatory and debrief sessions.
5. NGBJS Directors and Office Chiefs within the OCNGB. NGBJS Directors and Office Chiefs within the OCNGB will:
- a. Lead preparatory efforts for DoD governance meetings if assigned as OPR.
 - b. Support OPRs with appropriate AOs if assigned as an OCR.
6. NGB Chief Counsel (NGB-JA). NGB-JA will, upon request, provide Judge Advocate representation when DoD governance meeting topics require legal expertise.
7. Joint Intelligence Directorate (NGB-J2). Coordinates the NGB Special Access Program billet structure and portfolio IAW reference j.

ENCLOSURE B

REFERENCES

- a. Title 10 United States Code (U.S.C.) Chapter 1011, “National Guard Bureau”
- b. 10 U.S.C. § 151, “Joint Chiefs of Staff: Composition; Functions”
- c. DoD Directive 5105.77, 30 October 2015, “National Guard Bureau (NGB)”
- d. DoD Directive 5105.79, 19 May 2008, “DoD Senior Governance Councils”
- e. JS Instruction 5711.01E, 24 May 2013, “Action Processing”
- f. CNGB Instruction 0100.01, 11 January 2013, “Organization of the National Guard Bureau”
- g. CNGB Notice 0100, 15 November 2016, “Implementation of CNGBI 0100.01”
- h. NGB-JACO Memorandum, 08 August 2016, “NGB-JACO Planners”
- i. CJCS Instruction 5002.01, 13 December 2010, “Meetings in the JCS Conference Room”
- j. DoD Instruction 5205.11, 06 February 2013, “Management, Administration, and Oversight of DoD Special Access Programs (SAPs)”
- k. OSD Memorandum 003868-12, 2 April 2012, “Business Rules for Deputy’s Management Action Group Meetings”
- l. OSD Information Memorandum, 22 May 2014, “May 16 DMAG on DMAGs – Key Discussion Points”

GLOSSARY

PART I. ACRONYMS

ANG	Air National Guard
AO	Action Officer
ARNG	Army National Guard
CNGB	Chief of the National Guard Bureau
DMAG	Deputy's Management Action Group
DNGBJS	Director of the National Guard Bureau Joint Staff
DoD	Department of Defense
IAW	In accordance with
JCS	Joint Chiefs of Staff
NG	National Guard
NGB	National Guard Bureau
NGB-JA	National Guard Bureau Chief Counsel
NGB-JACO	National Guard Bureau Joint Actions Control Office
NGBJS	National Guard Bureau Joint Staff
NGB-J3/7	Domestic Operations and Force Development Directorate
NGB-J8	Resource Management and Comptroller Directorate
OCNGB	Office of the Chief of the National Guard Bureau
OCR	Office of Coordinating Responsibility
OPR	Office of Primary Responsibility
OpsDepts	Operations Deputies
OSD	Office of the Secretary of Defense
SLC	Secretary's Leadership Council
SSS	Strategic Seminar Series
VCNGB	Vice Chief of the National Guard Bureau

PART II. DEFINITIONS

Deputy's Management Action Group -- Meetings chaired by the Deputy Secretary of Defense with the Vice Chairman of the Joint Chiefs of Staff as the co-chair, with additional membership based upon the Deputy Secretary of Defense's discretion, that provides advice on matters pertaining to Department of Defense enterprise management, business transformation and operations; and strategic level coordination and integration of planning, programming, budgeting, execution, and assessment activities of the Department.

DoD Governance Meetings -- Senior level Office of the Secretary of Defense and Joint Chiefs of Staff meetings that determine plans and policy, resource management, strategic direction and consider other directed topics facing the Department of Defense.

Joint Chiefs of Staff Meeting -- A private executive conference of the Joint Chiefs of Staff convened by the Chairman of the Joint Chiefs of Staff (or the Vice Chairman of the Joint Chiefs of Staff in the Chairman's absence) where a variety of topics are discussed.

Office of Coordinating Responsibility -- Supporting directorates or offices within the National Guard Bureau that provide input to an Office of Primary Responsibility regarding Department of Defense governance meeting topics.

Office of Primary Responsibility -- The lead directorate or office within the National Guard Bureau Joint Staff or the Office of the Chief of the National Guard Bureau that researches and coordinates governance meeting topics.

Operations Deputies Meeting -- Three-star meetings attended by the Deputy Chiefs of Staff for Operations of each Service and the National Guard Bureau Joint Staff Director of Domestic Operations and Force Development, convened and presided over by the Director of the Joint Staff (or the Vice Director of the Joint Staff in his absence).

Program Budget Review -- A type of Deputy's Management Action Group meeting that supports the planning, programming, budgeting, and execution process, and focuses on issue resolution to inform resource management decisions and the President's Budget submission.

Secretary's Leadership Council -- Meetings chaired by the Secretary of Defense and assisted by the Chairman of the Joint Chiefs of Staff, with additional membership based upon Secretary of Defense discretion, that address broad, cross-cutting issues affecting the Office of the Secretary of Defense, the Military Departments, the Combatant Commands, and the Interagency on strategic issues.

Strategic Portfolio Review -- A type of Deputy's Management Action Group meeting that assesses Department of Defense capability portfolios to provide overarching guidance before Program Objective Memorandum preparation.

Strategic Seminar Series -- Chairman of the Joint Chiefs of Staff forum of uniformed members that covers a broad spectrum of topics. Combatant Commanders may be invited to address topics affecting their respective commands.

3-Star Programmers -- A functional oversight committee convened, as necessary, by the Office of the Secretary of Defense Director of Cost Assessment and Program Evaluation, charged with vetting issues before being addressed by the Deputy's Management Action Group. Membership may include the Principal Deputy Director Cost Assessment and Program Evaluation, Under Secretaries and Assistant Secretaries of Defense, Joint Staff

and Military Service members representing the operation and resource directorates, the National Guard Bureau, United States Special Operations Command, the Principal Deputy Director of Operational Test & Evaluation; the Office of Management and Budget Deputy Assistant Director, National Security Programs, and the Office of the Secretary of Defense Director of Administration and Management based upon Director of Cost Assessment and Program Evaluation discretion.